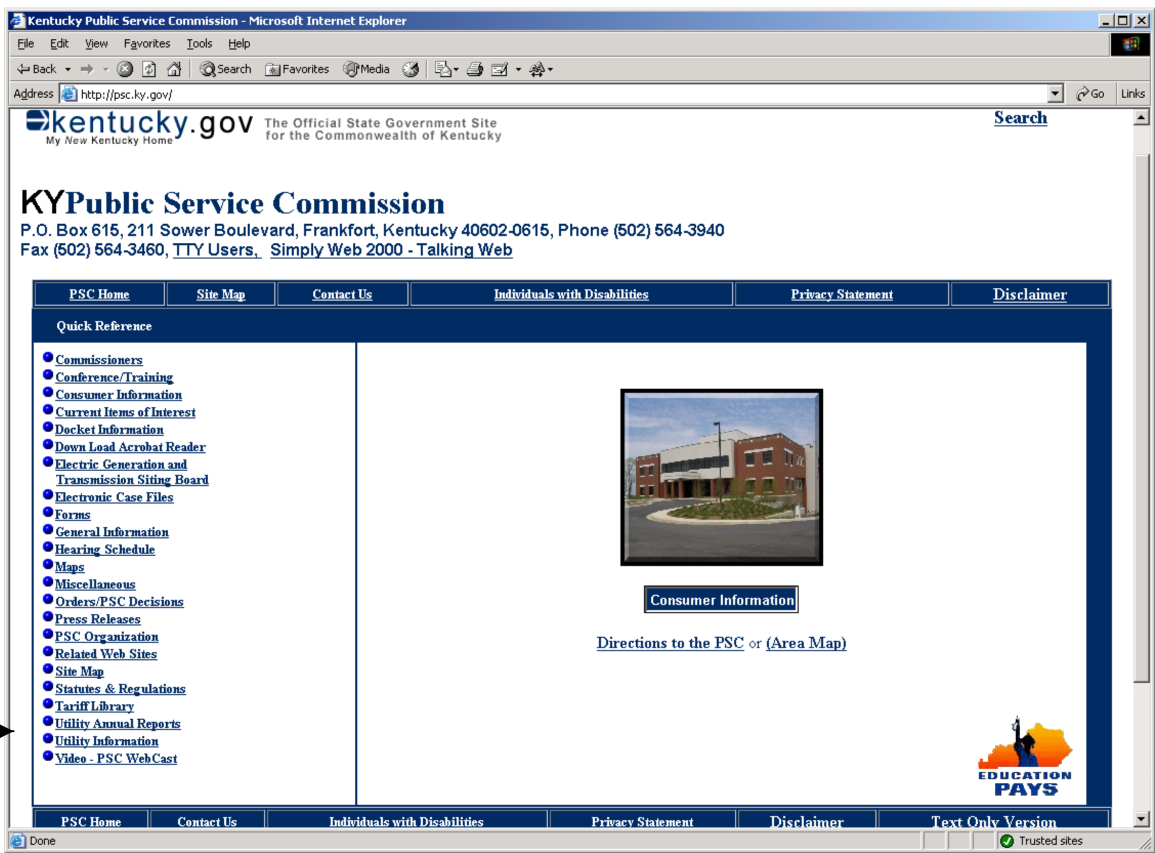
Utility Financial Report – UFR - electronic filing system

If your company has requested a login ID and password you will be authorized to electronically file utility financial reports using the new UFR system. Due to current legislation you will still be required to submit a paper copy of the report. Notarized oath pages must be attached to the paper copy if they were previously required of your company.

Overview of steps:
1. Login to the PSC Portal
2. Select the UFR system
3. Initiate a Filing by entering the correct report period
4. Enter the correct information for each schedule listed.
5. When all schedules are completed:
6. Check for outstanding errors using the checklist and correct
7. Mark the Filing as Complete
8. Print a paper copy
9. Attach oath page if required.

Technical Requirements:
To submit a financial report successfully you must use Internet Explorer version 5.5 or better. You must enable cookies. You must allow JavaScript within each page to run.

Detail of Each of the steps mentioned in the overview:

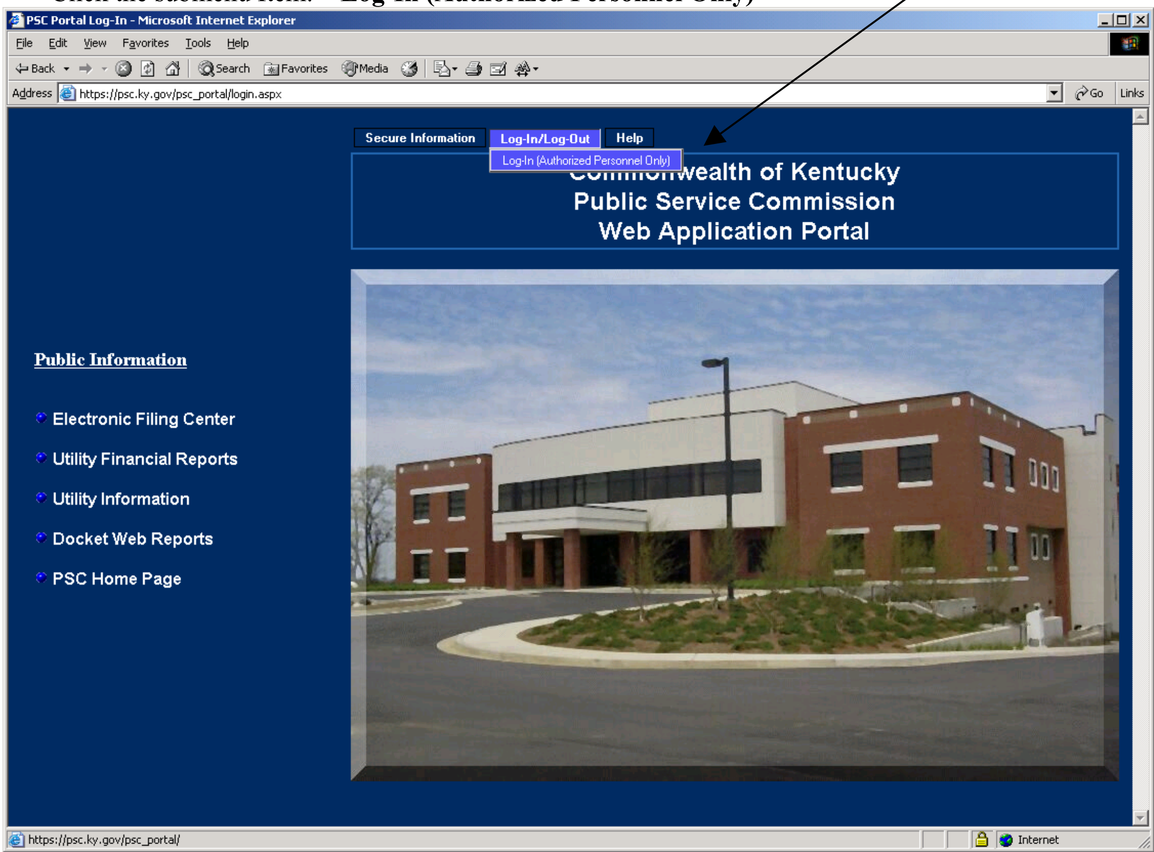


- From the PSC home page – under "**Quick Reference**" choose "**Utility Annual Reports**" which will take you to the PSC Portal web page.

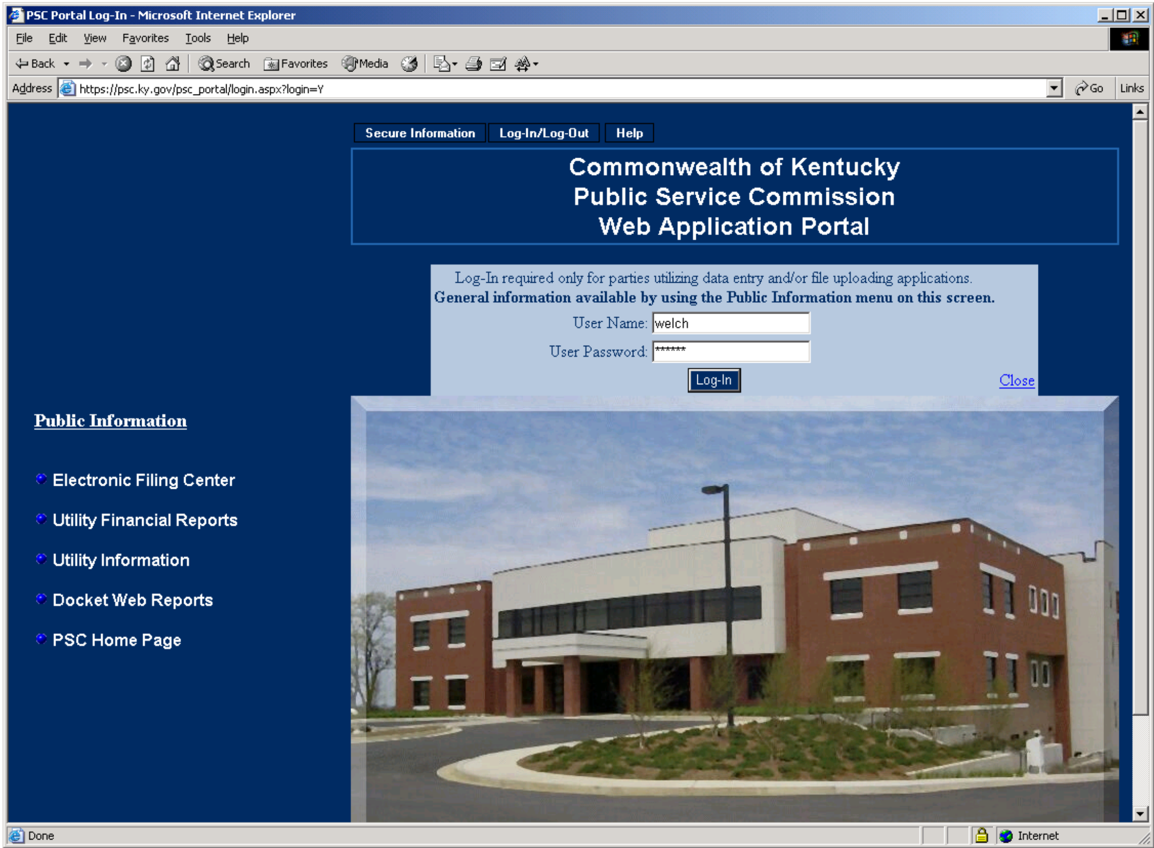
To get to the Portal directly you may type: **https://psc.ky.gov/psc_portal/login.aspx** in your web browser.

You may bookmark this page as a "Favorite"

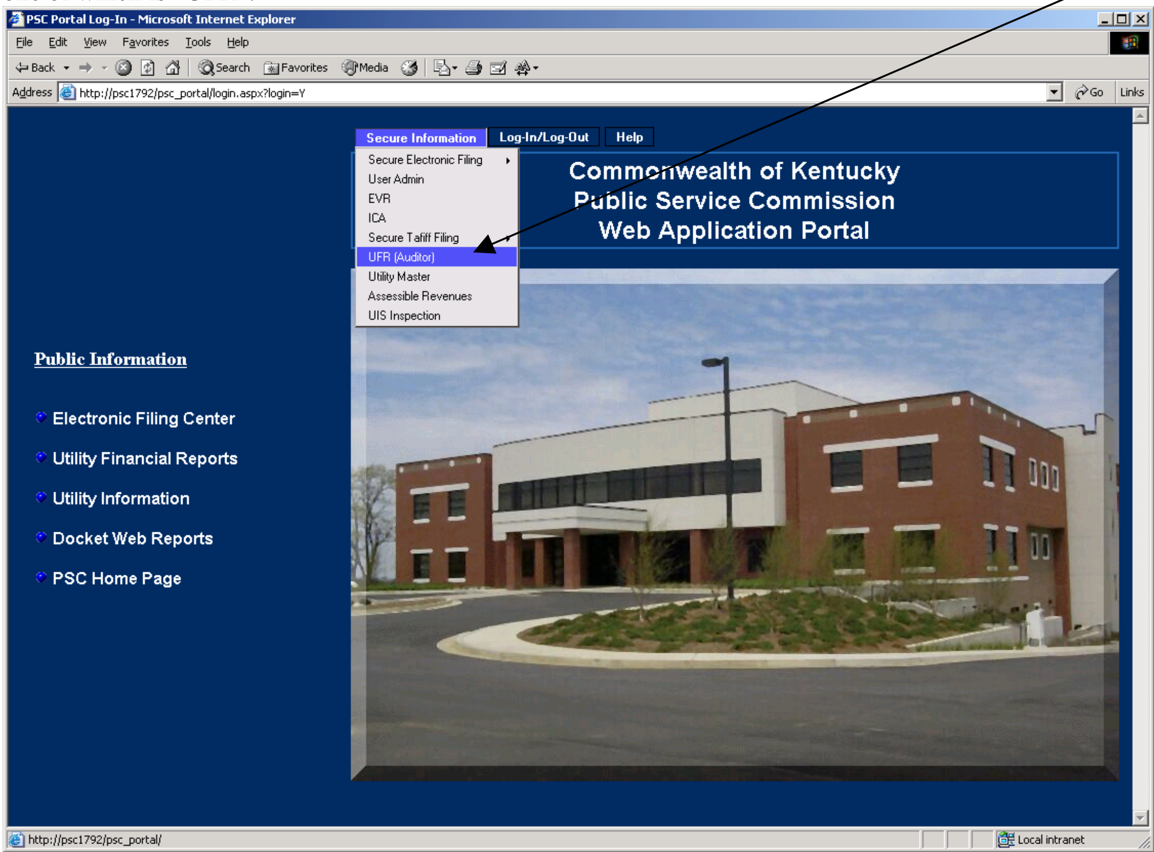
- Click the menu Item "**Log In/ Log Out**"
- Click the submenu Item: **"Log-In (Authorized Personnel Only)"**



- Enter the provided user ID and password as provided by the PSC. Click "**Log In**".



If you entered this information correctly – more items will now be available under "Secure Information" – one of which is "UFR".



- Click this newly available submenu item, "**UFR**", under menu item "**Secure Information**".

This should cause a new browser window to open containing the initial page of the UFR system. This initial page should list your company name and basic company information. The utility ID will be a hyperlink.

- Click on the utility ID hyperlink.

Refer to "HELP" for any information about using the Utility Financial Report System.

If you are a Rural Electric Company that is required to file both annual and monthly reports you will be prompted to choose which report you are filing for today. All other companies will proceed to the next step.

- Select the correct report period. If the period is not listed then enter the four digit year, 2003, in the textbox at the bottom of the list. Click "Add New Period". The list will refresh and you may select the correct report period. *Remember that the report period is for the previous calendar year.*

The next screen will be presented in two frames. The left frame contains a table of contents of all schedules included in the annual report booklet your company has received. The status of each schedule will be "NEW". Any Reference Page listed refers to the paper page in the annual report booklet. The title of each schedule is a link.

- Select the link for the schedule you wish to work with. Clicking on any schedule name will fill the larger frame on the right with the contents of that schedule.

- Enter information as required for that schedule.

- Use the “Tab” key to move quickly between fields.

- Click “Save” when all information is entered. It will take a few moments as the same schedule is refreshed. If there are any incorrect calculations on this page, suggested values will appear below the offending line in red. If corrections are made press “Save” again to store changes.

When you are ready to move on to another schedule you may either use the “**FORWARD**” or “**BACK**” buttons at the bottom of the schedule to move to the next or previous schedule.

You may also reveal the table of contents by clicking “**F8**” or clicking menu item “**View**” and submenu “**Show Schedule Contents**”.

If you need to append a special note to a schedule click the menu item “**View**” and submenu “**View Notes**”. A small screen will appear to accept a brief comment about this schedule. Comments may not exceed 2000 characters. After entering the comment click “save”. For larger comments simply continue to append documents to the paper copy.

The final schedule listed on the table of contents is the “**Checklist**”. This schedule will check over all items that must be equal. You can use this opportunity to make any final corrections or enter a reason in the corresponding text area explaining why the items will not match. This schedule takes the longest to process. Please be patient.

When all schedules are finished you must mark the filing as “complete.” PSC staff will not review your filing until you indicate it is complete. Once the filing is marked as complete none of the fields will be editable.

- Choose the menu item “Tools”. Choose the submenu item “Mark Schedule Complete”. This will bring up a small window giving you the option to mark only the current schedule or to mark all schedules complete. If you are finished choose to mark all of the schedules complete. Once the filing is marked as complete the PSC staff will be notified of your filing.

- Print all of the schedules using menu item “**Tools**” and submenu Items “**Print All Schedules**”. This will produce a page with one hyperlink to a pdf file. The link will contain the text “Download printable PDF”. Click on the link. You must have Adobe Acrobat Reader. Clicking the link will open the file within Adobe Acrobat Reader. Print the document from Adobe Acrobat Reader. Please note: it will take a few moments to compile all schedules of the report. The lower left corner of the browser will indicate the current page number being completed. Please be patient as the main portion of the window appears blank until all pages have been compiled then the link will become visible.

- Attach the Oath page if required and any needed notes. Submit the paper copy to the Public Service Commission.

PSC staff will begin the audit process. Until the filing is approved it will not be available to the public on the PSC web site. You will be contacted only if there are any changes to be made.